

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2855

14 SEPTEMBER 2015



Personnel

JUDGE ADVOCATE GENERAL AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AF/JAX

Certified by: SAF/MR
(Mr. Daniel R. Sitterly)

Supersedes: AFI 36-2855, 6 August 2012

Pages: 9

This instruction implements AFD 36-28, *Awards and Decorations Programs*, and describes The Judge Advocate General (TJAG) awards presented to individuals in recognition of their outstanding service or contributions to The Judge Advocate General's Corps (TJAGC). It describes the annual and extraordinary achievement awards and establishes nomination procedures. This instruction applies to all military members and civilian employees of TJAGC, including Active Duty (AD), Air Reserve Component (ARC), and Air National Guard (ANG).

In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for the Air Force Judge Advocate General Awards. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. 5 U.S. Code Section 3301, 10 U.S. Code Section 806, and DoD Instruction 1348.33, *Military Awards Program*, authorize collection and maintenance of the information; Privacy Act Systems of Records Notice, F051 AFJA C, *Judge Advocate Personnel Records*, applies. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 through appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The

authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include the revision of eligibility criteria.

1. Overview. This instruction establishes guidance and nomination procedures for TJAGC Awards Program. TJAGC units at all levels, including ANG and ARC units, comply with this publication to nominate individuals in recognition of their outstanding service or contributions to TJAGC and the Air Force.

1.1. Responsibilities.

1.1.1. The Judge Advocate General (TJAG).

1.1.1.1. Establishes guidance and nomination procedures for TJAGC Awards Program.

1.1.1.2. Appoints a board for each annual award.

1.1.1.3. Selects annual award winners.

1.1.2. AF/JAX, Professional Development Directorate

1.1.2.1. Manages the TJAGC Awards Program.

1.1.2.2. Provides TJAG’s guidance and nomination procedures for TJAGC Awards Program to TJAGC.

2. Description of the Annual Awards.

2.1. Outstanding Young Judge Advocate of the Year Award (Albert M. Kuhfeld Award). Brigadier General and Mrs. Richard C. Hagan, USAFR, Retired, established this award in honor of the late Major General Albert M. Kuhfeld, USAF, Retired, who formerly held the position of TJAG. The annual winner is a RegAF officer selected as the most outstanding young judge advocate of the year based on demonstrated excellence, initiative, leadership, attorney/paralegal partnerships, external collaboration, and devotion to duty. Eligible candidates are RegAF judge advocates serving in the grade of major or captain as of 31 December of the calendar year for which the award is given.

2.2. Outstanding Air Reserve Component Judge Advocate of the Year Award (Reginald C. Harmon Award). This award honors Major General Reginald C. Harmon, USAF, Retired, who formerly held the position of TJAG. The annual winner is an officer selected as the most outstanding ARC judge advocate based on training accomplishments or contributions to mission support, exhibition of leadership in contributing to civic, cultural, or professional activities in the military or civilian community, attorney/paralegal partnerships, external collaboration, and enrollment in off-duty programs of professional self-

improvement. Eligible candidates are ARC judge advocates in the grade of lieutenant colonel or below as of 31 December of the calendar year for which the award is given. Candidates must not have served on an Active Guard Reserve (AGR) tour during the calendar year for which the award is given. On the AF Form 1206, *Nomination for Award*, the first heading should be "Total Number of Points Earned" for the period of the award, followed by a break-down of the nominee's points earned from AD, Inactive Duty Training, and the Air Force Institute for Advanced Distributed Learning. The substantive portion of the nomination should reflect the nominee's total contributions during the period of the award and not merely concentrate on one significant event.

2.3. Outstanding Civilian Attorney of the Year Award (James O. Wrightson, Jr., Award). Mr. John A. Everhard established this award in memory of Mr. James O. Wrightson, Jr., who formerly held the position of Chief, Military Affairs Division, Office of The Judge Advocate General, USAF. The annual winner is a civilian employee selected as the most outstanding civilian attorney of the year based upon demonstrated excellence, initiative, attorney/paralegal partnerships, external collaboration, and devotion to duty. Eligible candidates are civilian attorneys employed by or serving with TJAGC.

2.4. Outstanding Paralegal Airman of the Year Award (Thomas Castleman Award). This award honors Chief Master Sergeant Thomas Castleman, USAF, Retired, the third Senior Paralegal Manager to TJAG and the only Senior Paralegal Manager to serve in the position for more than five years. The annual winner is a RegAF airman selected as the most outstanding paralegal airman of the year based upon demonstrated excellence, initiative, attorney/paralegal partnerships, external collaboration, devotion to duty, and technical skill. Eligible candidates are RegAF paralegals who have obtained their five skill level and are in the grade of senior airman or below as of 31 December of the calendar year for which the award is given.

2.5. Outstanding Noncommissioned Officer Paralegal of the Year Award (Steve Swigonski Award). This award honors Chief Master Sergeant Steve Swigonski, USAF, Retired, the first Special Assistant for Legal Airman Affairs to TJAG. The annual winner is a RegAF noncommissioned officer (NCO) selected as the most outstanding paralegal NCO of the year based upon demonstrated excellence, initiative, leadership, attorney/paralegal partnerships, external collaboration, and technical skill. Eligible candidates are RegAF paralegals who have obtained, at a minimum, their five skill level and are in the grade of technical sergeant or staff sergeant as of 31 December of the calendar year for which the award is given.

2.6. Outstanding Paralegal Senior Noncommissioned Officer of the Year Award (Karen Yates-Popwell Award). This award honors Chief Master Sergeant Karen E. Yates-Popwell, USAF, Retired, the eighth Senior Paralegal Manager to TJAG and first woman to hold the position. The annual winner is a RegAF senior noncommissioned officer (SNCO) selected as the most outstanding paralegal SNCO of the year based upon demonstrated excellence, superior initiative, leadership, attorney/paralegal partnerships, external collaboration, and management skills. Eligible candidates are RegAF paralegals serving in the grade of senior master sergeant or master sergeant as of 31 December of the calendar year for which the award is given.

2.7. Outstanding Air Reserve Component Paralegal of the Year Award (David Westbrook /Andrew Stadler Award). This award honors Chief Master Sergeant David Westbrook, USAFR, Retired, a former senior Individual Mobilization Augmentee paralegal to the General Law Division, Office of The Judge Advocate General, USAF and Chief Master Sergeant Andrew Stadler, USAFR, Retired, a former Air National Guard Paralegal Career Field Manager. The annual winners are an ARC NCO or airman and an ARC SNCO selected as the most outstanding paralegals of the year.

2.7.1. (Westbrook) The ARC NCO or airman award will be based upon demonstrated superior initiative, technical skill, training accomplishments or contribution to mission support, exhibition of leadership qualities in contributing to civic, cultural, or professional activities in the military or civilian community, attorney/paralegal partnerships, external collaboration, and enrollment in off-duty programs of professional self-improvement. Eligible candidates are ARC paralegals in the grade of technical sergeant and below, who have not served on an Active Guard Reserve (AGR) tour during the calendar year for which the award is given. On the AF Form 1206, the first heading should be "Total Number of Points Earned" for the period of the award, followed by a break-down of the nominee's points earned from AD, Inactive Duty Training, and the Air Force Institute for Advanced Distributed Learning. The substantive portion of the nomination should reflect the nominee's total contributions during the period of the award and not merely concentrate on one significant event.

2.7.2. (Stadler) The ARC SNCO award will be based upon training accomplishments or contributions to mission support, exhibition of leadership in contributing to civic, cultural, or professional activities in the military or civilian community, attorney/paralegal partnerships, external collaboration, management skills, and enrollment in off-duty programs of professional self-improvement. Eligible candidates are ARC paralegals in the grade of senior master sergeant or master sergeant who have not served on an Active Guard Reserve (AGR) tour during the calendar year for which the award is given. On the AF Form 1206, the first heading should be "Total Number of Points Earned" for the period of the award, followed by a break-down of the nominee's points earned from AD, Inactive Duty Training, and the Air Force Institute for Advanced Distributed Learning. The substantive portion of the nomination should reflect the nominee's total contributions during the period of the award and not merely concentrate on one significant event.

2.8. Outstanding Legal Service Civilian of the Year Award (Harold R. Vague Award). This award honors Major General Harold R. Vague, USAF, Retired, who formerly held the position of TJAG. The annual winner is a civilian employee selected as the most outstanding employee based upon demonstrated excellence, initiative, attorney/paralegal partnerships, external collaboration, and devotion to duty. Eligible candidates are civilians, excluding attorneys, employed by or serving with TJAGC and providing legal and/or administrative support to TJAGC's legal offices. Give special consideration to individuals who develop or improve systems, programs, or procedures that enhance management efficiency or cost-effectiveness for Air Force legal programs.

2.9. Outstanding Senior Attorney Award (Stuart R. Reichart Award). This award honors Mr. Stuart R. Reichart, who formerly held the position of General Counsel of the Air Force. It is presented annually by the Air Force Association (AFA) and recognizes the

outstanding legal achievements of a senior Air Force attorney. The award honors demonstrated excellence and initiative, leadership and management skills, and professionalism in the practice of law. Eligible candidates are attorneys with at least 14 years of service with the Department of Defense, with the most recent 7 years as a judge advocate (RegAF or ARC) or civilian attorney, or both, for the Air Force. The last day for meeting the eligibility requirements is 31 December of the calendar year for which the award is given. Although nominations should cite specific personal achievements, the award is for continuous contributions throughout a career of federal service, not a single accomplishment.

3. Preparing Nominations for Annual Awards.

3.1. MAJCOMs and the Air Force Legal Operations Agency (AFLOA). MAJCOMs and AFLOA will establish their own procedures to select command/organizational nominees. Each MAJCOM and AFLOA may submit one nomination per award category, except for the Reichart Award. There is no limit on the number of Reichart Award nominations that may be submitted – all Reichart Award nominations satisfying the award criteria shall be forwarded to AF/JAX to be considered at the TJAG annual awards boards.

3.1.1. All Other Organizations. All other field operating agencies, other direct reporting units, and all other organizations not specified above route their nominations to AF/JAX to compete at the Headquarters Centralized Board. This centralized board is designed to provide a more level playing field among all nominees; it will meet prior to the TJAG annual awards boards and will forward one nomination per award category, except for the Reichart Award, for which all nominations satisfying the award criteria will be considered at the TJAG annual award boards.

3.1.2. TJAGC Annual Awards Boards. The nominations submitted by each MAJCOM and AFLOA will compete at the TJAG annual awards boards. The selected nominations from the Headquarters Centralized Board will compete at the TJAG annual awards boards against the nominations submitted by each MAJCOM and AFLOA. AF/JAX is the OPR for the Headquarters Centralized Board.

3.2. Limitations on Timeframe of Achievements. Limit nominations for all annual awards in paragraph 2, except the Reichart Award, to activities occurring during the calendar year for which the award is given. You may highlight previous significant achievements that establish a consistent record of exemplary performance; however, the primary focus of the nomination must remain on the year for which the award is given.

3.3. Attorney/Paralegal Partnerships Criterion. For all annual awards, emphasize the nominee's accomplishments and how those accomplishments impacted the mission, to include (except in the case of the Reichart Award) how attorney/paralegal partnerships through collaboration and effective utilization of individual skills was used during the award period in the delivery of legal services. Exceptions to the attorney/paralegal partnerships criteria are appropriate only when sufficient justification substantiates the impossibility of attorney/paralegal partnerships.

4. Processing Nomination for Annual Awards.

4.1. Suspense Date. The suspense for all nominations is 1 April annually, or if 1 April falls on a weekend, the first duty day thereafter. Each MAJCOM, AFLOA, and each organization covered by the Headquarters Centralized Board process may submit one nomination for each

annual award category; however, any level of command may submit multiple nominations for the Reichart Award. Submit nominations to AF/JAX through judge advocate channels.

4.2. Reichart Award: A Reichart Award nomination package is submitted in physical form. Mail six (6) copies of each nomination package to AF/JAX.

4.2.1. Attach the nomination package in a standard brown file folder with two-hole punch fasteners. Do not use staples, binders, plastic page covers, paper clips, or any other fastening. Place a white label on the front of each folder with the following information in all capital letters: nominee's full name and rank on the first line, the annual award category on the second line, and the nominating MAJCOM (or appropriate organization) on the third line.

4.2.2. On the left side of the open folder, from top to bottom, assemble the following without tabs or dividers:

4.2.2.1. **Nomination Form.** Submit one AF Form 1206 using Forms Viewer™ (or successor) software, in bullet format, not more than one page in length (front side only). Nominations for the Reichart Award only may utilize the front and reverse sides of the AF Form 1206. If the reverse side of the Form is used, it must be printed head-to-foot for the nomination package. List the nominee's accomplishments using the award criteria set out in the description of each annual award, above. Highlight the headings by typing them in all capital letters, *i.e.*, DEMONSTRATED EXCELLENCE AND INITIATIVE, LEADERSHIP AND MANAGEMENT SKILLS, and PROFESSIONALISM IN THE PRACTICE OF LAW. Ensure that no text is concealed by fasteners. The name block on the Form must also include the nominee's "go by" name in parentheses.

4.2.2.2. **Indorsements.** Type the name and rank of the initiating commander in the block on the AF Form 1206 entitled "Rank/Name of Unit Commander". The commander should not sign the nomination. Ensure the AF Form 1206 contains the commander's telephone number. No indorsement memoranda should be included and it will not be considered.

4.2.2.3. **Biographical Sketch.** Include a one-page biographical sketch in narrative format. Do not submit official Air Force biographies. MAJCOM, AFLOA, and the Headquarters Centralized Board nominees must forward one official military photograph, head and shoulders shot, 8 1/2" by 11", to AF/JAX by 15 April annually, or if 15 April falls on a weekend, the first duty day thereafter.

4.2.2.4. **Performance Reports.** On the right flap of the open folder, from top to bottom, in reverse chronological order, printed head-to-foot, include copies of all officer performance reports or civilian performance appraisals. Do not use tabs or dividers.

4.2.2.5. **Draft Citation.** All packages must include a draft citation submitted electronically in Microsoft Word™ format to AF/JAX by 15 April annually, or if 15 April falls on a weekend, the first duty day thereafter. The draft citation should be no more than 70 words.

4.3. All Other Annual Awards/Achievement Awards: All other Annual and Achievement Award nomination packages are submitted electronically to AF/JAX.

4.3.1. Attach the following:

4.3.1.1. **Nomination Form.** Submit one AF Form 1206 prepared using Forms Viewer™ (or successor) software, in bullet format, not more than one page in length (front side only). List the nominee's accomplishments using the award criteria set out in the description of each annual award, above. Highlight the headings by typing them in all capital letters. For example, headings for a Kuhfeld Award nomination should be: DEMONSTRATED EXCELLENCE, INITIATIVE, LEADERSHIP, ATTORNEY/PARALEGAL PARTNERSHIPS, and EXTERNAL COLLABORATION. The name block on the IMT must also include the nominee's "go by" name in parentheses.

4.3.1.2. **Indorsements.** Type the name and rank of the initiating commander in the block on the AF FORM 1206 entitled "Rank/Name of Unit Commander". The commander should not sign the nomination. Ensure the AF Form 1206 contains the commander's telephone number. No indorsement memoranda should be included; such memoranda will not be considered.

4.3.1.3. **Biographical Sketch.** Include a one-page biographical sketch in narrative format prepared using Microsoft Word™ file format. Do not submit an official Air Force biography. For the Harmon, Westbrook, and Stadler awards, ensure that the biographical sketch details what, if any, civilian employment the nominee performs, any significant community involvement, or any enrollment in off-duty programs of professional self-improvement. MAJCOM, AFLOA, and the Headquarters Centralized Board nominees must forward one official military photograph, head and shoulders shot, 8 1/2" by 11", to AF/JAX by 15 April annually, or if 15 April falls on a weekend, the first duty day thereafter.

4.3.1.4. **Draft Citation.** All packages must include a draft citation submitted electronically in Microsoft Word™ format to AF/JAX by 15 April annually, or if 15 April falls on a weekend, the first duty day thereafter.

5. Additional Achievement Awards.

5.1. Special Service Award. This award recognizes outstanding individual contributions to TJAGC. It may be presented to a member of the Corps, a military member outside the Corps, or a member of the civilian community. TJAG is the approval authority for the award. Candidates should be nominated within 90 days of their outstanding contribution to the Corps. Nominations may be submitted from any source at any time throughout the year; no particular format is required. Nominations originating within TJAGC should be forwarded through respective MAJCOM staff judge advocates (or equivalent), for coordination, to AF/JAX.

5.2. Unsung Hero Award (Olan G. Waldrop, Jr., Award). This award honors Brigadier General Olan G. Waldrop, Jr., USAF, Retired, who formerly held the position of Staff Judge Advocate, Air Force Materiel Command. It recognizes individuals who demonstrate selfless devotion to duty, support to others, and dedication to TJAGC. Nominations may be submitted from any source; no particular format is required. The suspense for all

nominations is 1 April annually, or if 1 April falls on a weekend, the first duty day thereafter. Nominations should be forwarded through respective MAJCOM staff judge advocates (or equivalent), for coordination, to AF/JAX. TJAG will select any recipient or recipients.

5.3. Joy Dunlap Family Service Award. This award honors Mrs. Joy Dunlap's service to the TJAGC family. Ms. Dunlap's spouse, Major General Charles J. Dunlap, Jr., USAF, Retired, formerly held the position of the Deputy Judge Advocate General. It recognizes a TJAGC family member who, through contribution of his or her time and talent, has made a significant contribution to the strength, health and welfare of the TJAGC family. The suspense for all nominations is 1 April annually, or if 1 April falls on a weekend, the first duty day thereafter. Nominations should be forwarded through respective MAJCOM staff judge advocates (or equivalent), for coordination, to AF/JAX. TJAG will select any recipient or recipients.

6. Recognition.

6.1. Except for the Special Service Award, individuals are ineligible to receive the same TJAG award covered in this instruction more than once.

6.2. Except for the Special Service Award, whenever possible TJAG will present award certificates and plaques to each winner at an appropriate event. This authority may be delegated at TJAG's discretion. Plaques recognizing the winners in each category are displayed at the Air Force Judge Advocate General's School.

6.3. Military recipients of the annual awards covered in Paragraph 2 may wear the Air Force Recognition Ribbon; civilian recipients may wear the lapel pin.

CHRISTOPHER F. BURNE, Lt Gen, USAF
The Judge Advocate General

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 5 U.S.C., Section 3301

Title 10 U.S.C., Section 806

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-28, *Awards and Decorations Programs*, 9 May 2014

DoDI 1348.33, *Military Awards Program*, 23 November 2010 (incorporating Change 3, 10 July 2014)

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 1 June 2001

AF Form 1206, *Nomination for Award*, 1 July 2000

Abbreviations and Acronyms

AD—A military individual in the status of active Duty

AFA—Air Force Association

AF/JA—Office of The Judge Advocate General

AF/JAX—Office of The Judge Advocate General, Professional Development Directorate

AFLOA—Air Force Legal Operations Agency

AGR—Active Guard Reserve

ARC—Air Reserve Component

IMT—Information Management Tool

MAJCOM—Major Command

NCO—Noncommissioned Officer

SNCO—Senior Noncommissioned Officer

OPR—Office of Primary Responsibility

RegAF—Regular Air Force

TJAG—The Judge Advocate General

TJAGC—The Judge Advocate General's Corps

USAF—United States Air Force

USAFR—United States Air Force Reserve